

**PART 1      GENERAL**

**1.1      DESCRIPTION**

- .1      Shop drawings and product data.
- .2      Samples.
- .3      Certificates.

**1.2      SUBMITTAL GENERAL REQUIREMENTS**

- .1      Submit to Departmental Representative for review submittals listed, including shop drawings, samples, certificates and other data, as specified in other sections of the Specifications.
- .2      Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .3      Do not proceed with Work until relevant submissions are reviewed by Departmental Representative.
- .4      Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .5      Where items or information is not produced in SI Metric units converted values are acceptable.
- .6      Review submittals prior to submission to Departmental Representative. Ensure during review that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
  - .1      Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined by Departmental Representative and shall be considered rejected.
- .7      Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8      Verify field measurements and affected adjacent Work are coordinated.
- .9      Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10      Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.

- .11 Submittal format: paper original or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
- .12 Make any changes or revisions to submissions which Departmental Representative may require consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- .13 Keep one reviewed copy of each submission on site for duration of Work.
- .14 Reproduction of contract drawings for use as shop drawings is not permitted.

### **1.3 SHOP DRAWINGS AND PRODUCT DATA**

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Number of Shop Drawings: submit sufficient copies of shop drawings which are required by the General Contractor and sub-contractors plus four (4) copies which will be retained by Departmental Representative. Ensure sufficient numbers are submitted to enable one complete set to be included in each of the maintenance manuals specified, if applicable.
- .3 Shop Drawings Content and Format:
  - .1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
  - .2 Shop Drawings Format:
    - .1 Opaque white prints or photocopies of original drawings or standard drawings modified to clearly illustrate work specified to project requirements. Maximum sheet size to be 1000 mm x 707 mm.
    - .2 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be original full color brochures, clearly marked indicating applicable data and deleting information not applicable to project.
    - .3 Non or poorly legible drawings, photocopies or facsimiles will not be accepted and returned not reviewed.
  - .3 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.
  - .4 Delete information not applicable to project on all submittals.

- .4 Allow ten (10) calendar days for Departmental Representative review of each submission.
- .5 Adjustments made on shop drawings by Departmental Representative are not intended to change contract price. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with work.
- .6 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.
- .7 Accompany submissions with transmittal letter, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .8 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Cross references to particular details of contract drawings and specifications section number for which shop drawings submission addresses.
  - .6 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weights.
    - .8 Relationship to adjacent Work.

- .9 After Departmental Representative review, distribute copies.
- .10 The review of shop drawings by Departmental Representative is for the sole purpose of ascertaining conformance with the general concept. This review shall not mean that DFO approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains to fabrication processes or to techniques of construction and installation and for co-ordination of the Work of all sub-trades.

#### **1.4 PROGRESS PHOTOGRAPHS**

- .1 Progress photographs to be electronically formatted and labelled as to location and view.

#### **1.5 SCHEDULES, PERMITS AND CERTIFICATES**

- .1 Upon acceptance of bid, submit to Departmental Representative copy of Work Schedule and various other schedules, permits, certification documents and project management plans as specified in other sections of the Specifications.
- .2 Submit copy of permits, notices, compliance Certificates from Regulatory Agencies having jurisdiction and as applicable to the Work.
- .3 Submission of above documents to be in accordance with Submittal General Requirements procedures specified in this section.

**END OF SECTION**